

SENIOR STUDENT EMPLOYMENT ACCOUNTING CLERK

DEFINITION

Performs routine accounting, routine bookkeeping, clerical work involved in preparing and maintaining financial records and reports according to established procedures within the department or program. Performs time reporting, and assisting in maintaining and preparing a variety of internal financial control records and reports within the department. Performs clerical duties related to the hiring of new students.

SUPERVISION EXERCISED AND RECEIVED

Supervision is received by the Director of Student Employment.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Reviews and performs data entry of time reports for payment to students.

Inputs a variety of numerical information through the use of a computer terminal using applicable software systems.

Prepares journal vouchers from various source documents, subject to approval by the Manager of the department.

Responds to routine payroll questions from students.

Prepares and types special lists including payroll calendar and records such as expenditure reports, re-cap report, Board report, monthly time report, and performs other related duties, etc.

Gathers, tabulates and summarizes financial data.

Makes arithmetical calculations and checks various internal accounting tables and reports.

Compiles statements of time reported hours.

Checks student eligibility.

Checks, assembles and records payroll data.

Assists in compiling data for monthly Board reports.

Collects money from FAX fees and maintains records of budgets, encumbrances, expenditures, receivables, and other items for job placement office budget.

Types letters on word processing equipment.

Prepares budget transfers.

Processes newly hired students, maintains all student files, and notifies appropriate department.

May assist in printing job referrals as assigned.

EXAMPLES OF DUTIES (continued)

Inputs data and maintains student database.

Analyzes collected data using designated software and constructs various computerized graphical and statistical reports.

Assists in planning and recommending changes in automated procedures.

Transmits data to college staff insuring accurate student information.

Reconciles internal budget.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, practices and terminology used in financial and accounting recordkeeping work.

Knowledge of spreadsheet software.

Ability to:

Operate a typewriter, calculator, computer terminal and other common office machines.

Post and make arithmetic computation.

Perform varied clerical accounting work and learn varied accounting procedures and system requirements.

Understand and carry out oral and written instructions.

Keep financial and statistical records.

Work independently in the absence of supervision.

Learn accounting software programs as applicable.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Two years of experience in keeping or working with accounting, financial or statistical records.

5 units of accounting.

5 additional units in business related courses such as computer science, finance or business administration OR 1 additional year of experience in working with accounting, financial or statistical records.

EMPLOYMENT STANDARDS (continued)

Computer software experience.

Desirable:

Experience with school and/or college accounting structure.

PHYSICAL REQUIREMENTS

Ability to sit and enter data for long periods of time.